

Advance voting

Members of the university community who cannot exercise their right to vote on the day of the elections can vote in advance during the scheduled time frame in the electoral calendar, subject to the following conditions:

- The advance vote will be exercised personally and non-delegably, through the Registers and offices which are determined by the calling of the corresponding electoral process.
- To be able to exercise the right to vote in advance, the voter must identify themselves before a member of the Registry personnel by showing their DNI identification card, Passport, driving license, university card or residence card.
- The voter will put their ballot paper in the official envelope and will give it to the registry staff member so that, in front of them, it will be put into the other, larger envelope with a copy of the voter's identification document. On this envelope, the corresponding election, the Centre, Department or Institute if appropriate, and the sector or subsector of the voter will be indicated. This larger envelope will be duly registered and sealed in the presence of the voter.

The Registers or offices established in the voting process will not allow advance votes which do not comply with the above formalities.

Before the date set for the vote the authorised Registrar will send all advance votes to the President of the Electoral Board who will deal with receipt of the exterior envelopes and who will be charged with guarding them until the day of the vote, when they will be sent to the corresponding polling stations.

More information:

- By **phone**: (34) 958 24 30 21
- On the **website** of the General Secretariat:
secretariageneral.ugr.es
- By **post**:
Secretaría General. Avda. del Hospicio, s/n. Hospital Real. 18071 Granada
- By **fax**: (34) 958 24 08 93
- By **email**: secretariageneral@ugr.es
- You can also send us your **comments and suggestions** for improvement online at:
<http://secretariageneral.ugr.es/pages/buzon>



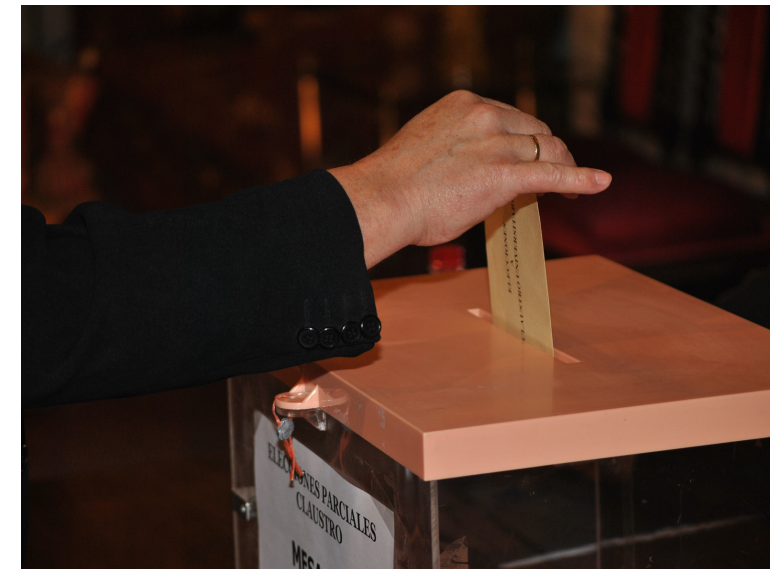
Universidad de Granada



General aspects of ELECTORAL PROCESSES



Universidad de Granada
General Secretariat



Information
leaflet

Voters

You will be able to exercise the right to vote for the members of the university community who make up the final electoral list. For these purposes, the following make up the register:

- Teaching and research staff who are currently active at the University of Granada.
- The following administration and service personnel:
 - Civil servants who are active at the University of Granada.
 - Staff included in the scope of the Collective Labour Agreement of Public Universities of Andalusia who provide services at the University of Granada.
 - Members of the administration and service staff at the University of Granada named as temporary personnel.
- Students of the University of Granada enrolled in studies leading to official degrees valid throughout the national territory.

Allocation rules in case of belonging to more than one sector or subsector

When a member of the university community in an electoral process belongs to more than one sector or subsector, the University Election Board will provisionally assign them to the corresponding division, sector or subsector according to the following order of precedence:

- **1º** Teaching and research staff.
- **2º** Administration and Service staff.
- **3º** Masters and PhD students.
- **4º** Students completing a bachelor's degree or the first or second cycle of official university studies.

In elections to the Board, for the purpose of electoral registration by departments, the Election Board will provisionally register:

- Teaching and research staff at the Centre where there is the largest amount of teaching hours and, failing this, at the assignment Centre in the Teaching and Research Staff Service of the University.
- In case of students who study double degrees or combined studies, to the centre which has the lowest number of students.

The voters which belong to more than one sector, department or centre must choose in which they wish to vote, communicating their decision to the University Election Board during the provisional registration period.

Eligibility

Members of the university community who are able to exercise their right to vote and fulfil the legal and statutory requirements for each election may be eligible.

The right to stand as a candidate requires, necessarily, that the voter presents their individual candidature, and that it is recognised by the Electoral Board.

Candidacy

Candidate status must be express, individual and stated in writing, in the form established by the University Election Board, with the original signature of the candidate and a copy of their DNI identity card, Passport, driving license, university card or residence card. In case of electronic candidacy applications, the established formalities must be complied with.